

VI. Utilizing City Parks & Trails

PARK POLICIES FOR RACE EVENTS

1. Riverfront Parks

Rental fees are charged for use of downtown riverfront parks (Bicentennial Park, Genoa Park, Battelle Park, North Bank Park, East Bank Park, West Bank Park, and McFerson Commons). Regular park operating hours are from 8am-11pm daily. Set-up may occur prior to park hours, however access to buildings and utilities are not available until 8am. Race events that are produced by a non-profit organization will be provided one set-up day and one tear-out day at each riverfront park being utilized at no charge (Monday - Friday). Events that are produced by a for-profit entity or are private must pay for all park use. Items placed in park(s) outside the permitted time period are subject to the fee equal to one set-up day for each day above or beyond the permitted period. Rental fees will also apply to facilities used in conjunction with race events, such as North Bank Pavilion and Bicentennial Park Stage, or when race events impact the regular operations of these facilities. Although each riverfront park has a rental fee, due to the linear nature of races, the Race Coordinator will only be charged a rental fee for the park where the race start/finish line is set-up.

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| <input type="checkbox"/> Half day park use (6 hours including set-up) | \$300.00 |
| <input type="checkbox"/> Full day park use | \$600.00 |
| <input type="checkbox"/> Set-up/tear-out day | \$500/day/park |

If your event is being held in Bicentennial Park and you plan to use the stage and/or sound system within the park, you must submit the Bicentennial Park Performing Arts Pavilion Stage & Sound System Agreement to the CRPD Office of Special Events with the Special Events Permit Application (**Appendix A**).

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| <input type="checkbox"/> Bicentennial Park Stage rental- ½ day (6 hours including setup) | \$200.00 |
| <input type="checkbox"/> Bicentennial Park Stage rental- full day | \$400.00 |
| <input type="checkbox"/> Bicentennial Park Sound System rental (rental optional) | \$500/day |

If your event is being held in North Bank Park, use of the plaza/building/lawn, or closure of Long Street will require rental of the pavilion for a minimum of the six hours per day at the rate listed below. Additional hours can be rented for pavilion use.

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|--------------------------------------------------|-------------------|
| <input type="checkbox"/> Monday- Thursday | \$125/hour |
| <input type="checkbox"/> Friday-Sunday | \$225/hour |

**Prices subject to change*

2. Regional and Neighborhood Parks

Race Events held in a regional or neighborhood park will not incur park rental fees or set-up fees for use of a park. Applicants will only pay a permit application fee and fees for rentable structures or buildings located within the park. Rental is required for event days, when event set-up is on Saturday or Sunday, when access to rentable facilities within the park are used or impacted. Enclosed shelter houses are rented in the following time blocks: 8:00 am - 12:00 pm, 1:00 pm – 5:00 pm, and 6:00 pm – 11:00 pm. When booking multiple blocks the hour(s) in between will be included at no

additional charge. Contact the CRPD Office of Special Events to calculate rates for parks with rentable structures or buildings

3. Park/Trail Reservations & Facility Rental Fees

Payment for facilities and parks must be made to secure a reservation. Reservations may be made up to one year in advance. To begin the reservation process, contact the CRPD Office of Special Events to determine availability of the proposed dates and provide basic details on course location, and estimated number of participants. Submitting all required documents and payment does not guarantee that you will be issued a permit. Permits will only be issued once all race details can be confirmed. Note: if you're collecting money within a city park, you must hire at least (1) Special Duty Officer.

4. Tents

Tents may only be placed in public parks upon receiving approval from the CRPD Office of Special Events. Applicant must consult with the CRPD Office of Special Events prior to locating any tents within a park. Tents 400 square feet and above require inspections and permits. Refer to Section IV. 4 & 11 to determine if you will need to complete a Festival Tent Registration Application for the Building & Zoning Services Department or a Temporary Event Permit for the Division of Fire.

Irrigated Parks

Tents less than 400 sq. ft. must be anchored by water ballasts (barrels) or concrete ballasts capable of anchoring the tents during high winds. Water required for filling water ballasts must be provided by the tent supplier or arranged through the Division of Water via a fire-hydrant. The Division of Fire will not fill water barrels to anchor tents. Dollies or hand carts must be used to transport ballasts to the location of the tent (no vehicles/atv's).

Tents over 400 sq. ft. can be anchored by stakes provided placement is reviewed with CRPD Maintenance and the tent supplier, on-site, prior to the race. Park Maintenance staff is not available on weekends to verify the location of underground utilities and can only provide the general location of such utilities based on above ground identifiers. Tent quantity, size and placement may be limited due to underground utilities. Permit holder must agree to accept responsibility for any damage/repair costs resulting from the actions of subcontractors.

Hard Surfaces

No tent stakes may be driven into any asphalt, brick or concrete surface within a park with the exception of Franklin Park amphitheater where tent stake locations currently exist. All tents must be anchored with water ballasts (barrels) or concrete ballasts capable of anchoring the tents during high winds. Water required for filling water ballasts must be provided by the tent supplier or arranged through the Division of Water via a fire-hydrant. The Division of Fire will not fill water barrels to anchor tents. If concrete ballasts are to be placed on a concrete surface a rubber mat must be placed underneath to avoid damaging hard surfaces.

Non-Irrigated Parks

Tents may be anchored by water ballasts (barrels), concrete ballasts, or stakes capable of anchoring the tent during high winds. Dollies or hand carts must be used

to transport ballasts to the location of the tent (no vehicles/ATVs). Permit holder must agree to accept responsibility for any damage/repair costs to site utilities resulting from the actions of subcontractors.

Protective Flooring

Depending on soil conditions, extended weather forecast, estimated attendance, duration of the race and type of planned activities, the CRPD Office of Special Events may require the use of a temporary tent flooring system to create a zero footprint when a city park is used as a venue site.

5. Mobile Stages/Platforms

When a mobile stage/platform must be placed within a city park, plywood must be placed under the tires and stabilizing jacks as well as under all tires used during ingress and egress to minimize damage to park property.

6. Park Electricity

Limited electricity is available within some parks. Permission to access park electricity is contingent upon the approval of proposed electrical connections, available amperage, and the presence of qualified race personnel. Access to electric distribution panels is not guaranteed. Race Coordinators may be required to hire a licensed electrician and schedule an on-site meeting between race electricians and CRPD prior to the race event. Any generator used as a power supply to additional electric distribution panels requires an electric permit obtained by an electrical contractor licensed and registered in the City of Columbus.

7. Conducting Sales and Fundraising within Parks

All sales, commercial activities, and fundraisers occurring in a park must have written authorization from the CRPD Director. If approved, the Race Coordinator must arrange for special duty police to be on-site when these activities occur. Race Coordinators are also responsible for meeting the licensing requirements of all other city and State agencies that regulate commerce.

8. Banners and Signage

Banners and signage may not be posted in, or attached to, any park structures or facilities without permission from the CRPD Office of Special Events. CRPD Office of Special Events will work with you to determine appropriate locations to affix temporary signage and banners. In most cases, light poles are not designed for the wind resistance that is created by affixing banners and signs to them. City departments will not use city equipment and personnel to assist with the placement of event signage. Flagpoles and banner brackets within parks are intended for use by the City of Columbus for displaying governmental and departmental flags.

9. Your Safety & Safety of Others

Responsible conduct is expected from those using park facilities to respect the rights and privileges of other participants and to assist city staff in maintaining safety and order. Permit holders are not allowed to operate their own maintenance or lawn care equipment in city parks. Mechanical rides, dunking tanks, inflatable pools, horses, livestock, petting zoos or other similar items are prohibited. The fencing of any area of park property is prohibited unless authorized by permit. The installation of stages, scaffolding, portable buildings, sport courts, grandstands or bleachers must be

authorized by permit. Use of paint to mark hard surfaces, parking lots or trails is prohibited. Staples, nails and tacks cannot be used for hanging items on shelter houses, poles, bollards, bridges or trees. Parking is only allowed in designated areas. Vehicles, utility carts, golf carts, and ATVs are prohibited on playing fields, trails or any other grassy areas of parks without permission. It is also prohibitive to climb any tree, shrub, statute, fountain, fence or railing within any park or use any structure for purposes for which it is not intended.

10. Emergency Action Plan

All Race Coordinators should consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with race staff, police/security personnel and on-site first aid providers. The Division of Fire Special Events Office will review each race's emergency plan before approving any permit requests. A plan should include the following minimum provisions:

- Identification of who will make key decisions such as canceling the race.
- Plans for communicating with race staff, volunteers, guests, media, vendors, on-site police and first aid providers
- Methods for safely managing course evacuation
- Steps for caring for injured participants and lost children
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds)
- Methods for dealing with suspicious packages
- Training for use of fire extinguishers
- Access to local hotline or portable weather station for weather updates
- Plans for a back-up public address system for announcements (generator or megaphones)
- Plans for securing cash control areas and fiscal staff and volunteers
- Methods for distributing rain gear, flashlights and radios to staff and volunteers

11. Post-Race Event Site Inspection

In all cases when public property is made available for race event use there are conditions associated with the use. Conditions are enacted by the City of Columbus to accommodate the activities requested and also to assure that the property is returned to the city free of damage. Size and scope of the race does play a part in the level of care required to return the property to a condition capable of accommodating public use. The following are items that will be evaluated when determining if the property has been returned to the city in acceptable condition: removal of all race related trash from the area used- this includes small scraps of ground litter (cigarette butts, straws, stickers and string), food waste and debris (bricks, posts, plastic ties, and blocks of wood). A site that is clean will be in the same condition the Race Coordinator received it - all permanent trash receptacles will be empty with new can liners, signage race related supplies and equipment will be removed and hard-surfaces will be clear of stains from spills. Lawn areas will be intact without ruts, broken tree limbs, and areas where race waste has been dumped by vendors or participants. For races where parking is not contained on-site, the Race Coordinator should adopt the good-neighbor practice of surveying areas outside of the immediate area of use to make sure that race related trash and debris has not been discarded by participants as they depart from the race.

City Departments understand that there are unexpected damages that may result due to inclement weather, careless vendors or participants, but in all cases when a permit is issued for use of a public property it is the responsibility of the Race Coordinator to take possession of the property and to maintain it throughout the duration of the race until returning it to the City. Race Coordinators are always given the first opportunity to rectify damages, however, failure to adequately perform restoration or to complete it in a reasonable time-frame (prior to future permitted races) will result in City Departments arranging for restoration. Race Coordinators will not cause or permit any pesticides, herbicides, or other similar chemicals to be applied to any city park directly or indirectly without the written consent and approval of the CRPD Office of Special Events. City Departments will seek restitution for any costs associated with work that is required due to the failure of a Race Coordinator or associates, employees, volunteers, subcontractors and other agents to return city property in the same condition it was provided at the on-set of a permitted use.

Following each race event, the CRPD will perform post-race event inspections. These inspections cover all parks, facilities, streets and adjacent sidewalks permitted for use by the Recreation and Parks Department and will focus on the removal of all race related trash, signage, equipment and supplies, hard surface stains, and overall site cleanliness. If you are interested in attending this inspection, please contact the CRPD Office of Special Events to schedule a time. Permit holders not returning park(s) and public spaces in the same condition as they were secured may be billed for clean up or repair services deemed necessary. Failure to remove all items at the end of permitted use will result in charges for additional rental time.